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6-0267

SEP 17 1954

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Chief of Logistics

SUBJECT : Agency Telephone Facilities

1. At the present time there are approximately 304 telephone lines available on the Agency switchboard. However, in order to provide for orderly disconnect and refer system, it is required that not less than 75 lines remain unassigned which leaves 229 lines available for assignment.

2. Furthermore, the relocation of organizational units and the acquisition of additional space will require the assignment of a considerable number of additional lines. It is, therefore, proposed that an immediate survey of working lines be made in an attempt to recover those lines that are not being fully utilized.

3. In this connection, there is attached a memorandum which is proposed to be sent to Agency officials alerting them of the shortage and of the survey which, upon approval, will be made by members of the Telephone Section.

STATINTL

JAMES A. GARRISON  
Chief of Logistics

Attachment -- 1

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Mr. Tolson	
Mr. E. A. Tamm	<input checked="" type="checkbox"/>
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Mr. Gandy	

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By: 013

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